

**FY 2005 ACTEDS CATALOG  
LIBRARIAN TRACK**

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## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **1. LITA 2004 National Forum**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: St. Louis, MO

DATES: 7-10 October 2004

WEBSITE: <http://www.ala.org/ala/lita/litaevents/2004Forum/Default5182.htm>

COST: \$675.00 (includes choice of one preconference)

Maximum Per Diem: \$153.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: The LITA National Forum, sponsored by the Library & Information Technology Association of the American Library Association, has become a highly regarded annual event for those whose work involves new and leading edge technologies in the library and information technology field. The title of this year's event is *10 Years of Connectivity: Libraries, the World Wide Web, and the Next Decade*. Sessions include discussions of digitization projects, library portals, knowledge management tools, using GIS software with library statistical data, and remote use of electronic resources.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **2. Library Management Skills Institute II**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Los Angeles, CA

DATES: 12-15 October 2004

WEBSITE: <http://www.arl.org/training/institutes/lmsi2.html>

COST: \$700.00

Maximum per Diem: \$157.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: Designed to help people learn skills and practices for creating the kind of organization they want. Based on the principles of organizational learning, this Institute focuses on the performance of the library as a system. Participants will spend four days engaging with facilitators and each other to discover how they can move their library organizations into a desired future. Specific learning activities include:

- Creating, sustaining, and working toward a vision
- Addressing underlying causes of on-going problems
- Exploring organizational values
- Developing new group communication methods
- Building shared understanding and meaning
- Practicing leadership from any area of the library

(Library Management Skills Institute I is not a prerequisite)

### **3. ARL Online Lyceum: Licensing Review and Negotiation**

**NOTE:** Individual registration forms must be obtained, completed and mailed by selectee(s).

**LOCATION:** Personal desktop. Librarian must verify local access capability prior to applying.

**DATES:** 18 October – 19 November 2004

**WEBSITE:** <http://www.arl.org/training/licensing.html>

**COST:** \$550.00

**DESCRIPTION:** This course covers the basics of licensing electronic information products for libraries. It reviews the legal foundations, terms, and conditions of license agreements as well as highlights the importance of developing an institutional process for license review, negotiation, and administration.

In this course, you will:

- Gain an understanding of the U.S. legal environment that affects the licensing of electronic information products.
- Explore roles and needs of the various licensing stakeholders, from user to library to licensor.
- Become familiar with typical electronic product license terms and conditions and what they really mean.
- Learn to reduce risk for your institution, library, users, and yourself during the license review and negotiation process.
- Learn how to make the license negotiation go smoothly.
- Develop a toolkit of materials to bring to your real-world licensing work.

Includes readings. online asynchronous discussion, weekly chat office hours, and course activities and assignments. Requires 25 to 35 hours over the five weeks.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **4. ARL Online Lyceum: Power Dynamics & Influencing Skills**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Personal desktop. Librarian must verify local access capability prior to applying.

DATES: 1-12 November 2004

WEBSITE: <http://www.arl.org/training/power.html>

COST: \$250.00

DESCRIPTION: This Online Lyceum course helps participants learn to expand their influence and understand power dynamics within the library system. Interviews with ARL library directors put basic principles into a real and specific context.

This course covers:

- analyzing bases of power;
- exploring ethical considerations;
- acquiring & maintaining influence; and
- understanding organizational dynamics.

This course will include interaction with course facilitators via the submission of assignments which will be reviewed and returned with feedback. It also features multimedia components to enhance content presentation. Requires 7 to 10 hours.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **5. 2004 XXIV Charleston Conference Issues in Book and Serial Acquisition**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Charleston, SC

DATES: 3-6 November 2004

WEBSITE: <http://www.katina.info/conference/>

COST: \$550.00 (includes choice of one preconference)

Maximum per Diem: \$144.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: The Charleston Conference is an informal annual gathering of librarians, publishers, and vendors of library materials to discuss issues of importance to them all. Topics include collection development issues in the health sciences, evaluation of databases, library funding, surfing metadata and pricing models. Preconferences include statistics for librarians, open access and managing serials.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **6. Virtual Reference Desk Conference 2004**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Cincinnati, Ohio

DATES: 7-10 November 2004

WEBSITE: <http://www.vrd2004.org>

COST: \$475.00

Maximum per Diem: \$131.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: The VRD 2004 Conference is presented by the Virtual Reference Desk, a project of the U.S. Department of Education. The theme of this year's conference is *Creating a Reference Future*. The rapid growth and changing nature of reference, as the latest technologies meld with traditional reference service to create dynamic new hybrids in information provision, will be emphasized. Sessions will examine issues, identify practices, and propose organizational and technological systems, standards, and procedures that advance the state of reference librarianship as practiced in a variety of environments and mediums. The scope of this year's conference has been expanded to explore reference work in its entirety, and not just digital reference.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **7. American Society for Information Science and Technology Annual Meeting**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s). Applications to attend national conferences (ALA, ASIST, PLA, MLA, SLA) are limited to 1 per librarian.

LOCATION: Providence, RI

DATES: 12-17 November 2004

WEBSITE: <http://www.asis.org/Conferences/AM04/>

COST: \$825.00 (includes choice of one seminar or workshop)

Maximum per Diem: \$136.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: The title of this year's conference is *Managing and Enhancing Information: Cultures and Conflicts*. Tim Berners-Lee, Inventor of the World Wide Web and currently director of the W3C (World Wide Web Consortium), will deliver one of two keynote addresses. Session tracks include Digital Libraries, User Behavior, System Design, Information Organization, Knowledge Management and Use, Resources and Services. Seminars include taxonomy for indexing, collaborating with colleagues, planning for successful web content management, and personal information management.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **8. Internet Librarian 2004**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Monterey, CA

DATES: 13-17 November 2004

WEBSITE: <http://www.infotoday.com/il2004/default.shtml>

COST: \$598.00 (includes choice of one preconference)

Maximum per Diem: \$122.00

Transportation: Obtain estimate from local travel office

DESCRIPTION: Information Today presents the eighth annual Internet Librarian conference and exhibition—the ONLY conference designed for information professionals who are using, developing, and embracing Net and Web-based strategies in their roles as information searchers, Webmasters and Web managers, content evaluators and organizers, product developers, and more. As the premier tools for information managers and librarians, Net technologies are the focus of this conference. It provides an active forum for our excellent speakers to explore the exciting range of issues and challenges facing information professionals today as well as an opportunity for you to network with other leading-edge Internet librarians.

The Internet is our backbone and it continues to provide us with opportunities to streamline our operations, improve and enhance our customer relationships, develop new applications, and more. Keeping up with the new tools and techniques is always a challenge but Internet Librarian 2004 definitely meets that challenge, especially with the Info Pros Stars featured in our program. Our 8th annual Internet Librarian conference is a mixture of leading-edge ideas, tools, expert speakers, practical tips and exciting new events—all focused on information professionals and Internet-related technologies.

IL 2004 features four keynote sessions; 100 plus dynamic speakers in four simultaneous tracks plus two days of Internet@Schools West, many in-depth learning events and workshops, a fun and informative evening session, cybertours, and communities of interest. We look forward to seeing you in Monterey in November!.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **9. 48th Annual Military Librarians Workshop**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s). DD 1556 cannot be used for payment.

LOCATION: Columbia, SC

DATES: 8-11 December 2004

WEBSITE: <http://www.dtic.mil/mlw/2003/agenda.html> (2005 TBD)

COST: \$385.00 Early Bird Registration

Maximum Per Diem: \$100.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: The Military Librarians Workshop is an annual professional event of the Special Libraries Association Military Librarians Division. The Workshop features nationally-known keynoters as well as high-quality programs which deal with issues pertinent to the military library community. This is the place to meet and network with your colleagues from all the services, to become involved by giving presentations, working on committees, or on other activities that help you to grow professionally in a supportive environment. Recent past agendas have included Preserving the Past ... Protecting the Present ... Securing the Future; Leading for Today While Planning for Tomorrow; and Where History Meets the Future.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **10. 2005 Modern Archives Institute**

NOTE: Contact this office about registration after you are selected for ACTEDS training.

LOCATION: Washington, DC and College Park, MD

DATES: 24 January – 4 February 2005

WEBSITE: [http://www.archives.gov/preservation/modern\\_archives\\_institute.html](http://www.archives.gov/preservation/modern_archives_institute.html)

COST: \$675.00

Maximum per Diem: \$201.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: The National Archives and Records Administration, in cooperation with the Library of Congress, presents the Modern Archives Institute. The 2-week program provides an introduction to archival principles and techniques for individuals who work with personal papers, as well as those who work with the records of public and private institutions and organizations. It is intended to help archivists acquire basic knowledge about caring for archival materials and making them available. The Institute concentrates on the following basic archival functions:

- Acquisition of archival material
- Appraisal and disposition
- Arrangement and description
- Preservation
- Reference and access
- Public programs

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **11. American Management Association Course: Mastering Organizational Politics, Influences and Alliances**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Washington, DC

DATES: 26-27 January 2005

WEBSITE: <http://lcweb.loc.gov/flicc/ma/2004/ma0421.pdf> (2005 TBD)

COST: \$450.00

Maximum per Diem: \$201.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: This seminar is being offered by the Federal Library and Information Center Committee. American Management Association seminar on revealing the hidden truths about management success and gaining the skills to succeed in today's organizations.

What really drives a high-performance management career? It's more than management skills—it's a 360-degree management mindset that enables you to understand and control all the forces that shape your career and get what you need for and from your team. This seminar presents a sophisticated approach to managing that reveals the hidden truths about management success today.

- Understand the processes that go into high performance—and how to drive the efforts you need from your team
- Better manage your interactions and relationships with colleagues across the organization
- Successfully manage your political image
- Use communication to influence others and strengthen your organizational alliances
- Manage your behavior and the impact on the team
- Improve your coaching, delegating and mentoring abilities

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **12. Public Library Association 2005 Spring Symposium**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s). Applications to attend national conferences (ALA, ASIST, PLA, MLA, SLA) are limited to 1 per librarian.

LOCATION: Chicago, IL

DATES: 7-9 March 2005

WEBSITE: [http://www.ala.org/ala/pla/plaevents/plaspringsymp/PLA\\_Spring\\_Symposium.htm](http://www.ala.org/ala/pla/plaevents/plaspringsymp/PLA_Spring_Symposium.htm)

COST: \$600.00 (estimate based on 2004)

Maximum per Diem: \$206.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: The Public Library Association alternates every other year with a National Conference and Spring Symposium of workshops. This year's Spring Symposium offers an excellent opportunity for librarians and library workers to learn, network, and share ideas with colleagues. This year's tentative program features building staff morale, staff development, literacy training, library marketing and creating effective policies.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **13. 20<sup>th</sup> Annual Computers in Libraries 2005**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Washington, DC

DATES: 16-18 March 2005

WEBSITE: <http://www.infotoday.com/cil2005/default.shtml>

COST: \$500.00 (estimate based on 2004)

Maximum per Diem: \$201.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: This is the leading conference for librarians and information professionals who need to know about the latest technologies, equipment, software, and services available. This conference also caters to all interests and all levels of knowledge and provides many exciting networking opportunities. Previous conferences have covered Information Age Librarians, Managing Content, Web Tools, Search Engines, Internet and Intranet Case Studies, Integrating the Net, Virtual and Digital Library Services, Library Automation & Infrastructure, Managing Knowledge Assets, Web Management, eResource and eLearning & Instruction.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **14. Army Library Institute**

NOTE: Contact this office about registration after you are selected for ACTEDS training.

LOCATION: Monterey, CA

DATES: 4-8 April 2005

WEBSITE: <http://www.libraries.army.mil/ali2004/> (2005 TBD)

COST: \$225.00 (estimate based on 2004)

Maximum Per Diem: \$122.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: This institute is the premier annual training event for Army librarians. It is a week-long course with classes geared specifically to Army library management, organization and technology issues.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **15. Defense Technical Information Center (DTIC) Annual Conference**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Alexandria, VA

DATES: 4-6 April 2005

WEBSITE: <http://www.dtic.mil/dtic/annualconf/> (2005 TBD)

COST: Registration: No charge

Maximum per Diem: \$201.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: Annual conferences address changing information sources and technologies in support of research, development, test and engineering programs. Sessions include topics of current interest and controversy.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **16. Medical Library Association Annual Meeting**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s). Applications to attend national conferences (ALA, ASIST, PLA, MLA, SLA) are limited to 1 per librarian.

LOCATION: San Antonio, TX

DATES: 14-19 May 2005

WEBSITE: <http://www.mlanet.org/am/index.html> (2005 TBD)

COST: \$670.00 (estimate based on 2004)

Maximum per Diem: \$138.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: Attendees at MLA's annual meetings present and discuss scholarly papers, applied research, and issues in health sciences information management. The event gives members and affiliated professionals a chance to share ideas, hear from experts, see the latest products, and socialize. Previous meetings have featured topics as diverse as open access, collaboration, leadership, decision making, ecology, curricula, data mining, and digital repositories.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **17. Cornell Digital Preservation Management Workshop: Implementing Short-term Strategies for Long-term Problems**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Ithaca, NY

DATES: TBD (held 10-14 May 2004)

WEBSITE: <http://www.library.cornell.edu/iris/dpworkshop/> (2005 TBD)

COST: \$750.00 (estimate based on 2004)

Maximum per Diem: \$108.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: Cornell University Library is offering an innovative new digital preservation training program with funding from the National Endowment for the Humanities. The primary goal of this program is to enable effective decision making for administrators who will be responsible for the longevity of digital objects in an age of technological uncertainty.

The *Digital Preservation Management* workshop series is intended for those who are contemplating or implementing digital preservation programs in libraries, archives, and other cultural institutions. The goals of this initiative are to foster critical thinking in a technological realm and to provide the means for exercising practical and responsible stewardship of digital assets.

Workshop attendees participate in an interactive process to develop digital preservation plans that incorporate technical, financial, organizational, and policy aspects encompassing the full life cycle of digital objects. The resulting organization-specific digital preservation plans stresses short-term risk reduction strategies while research and development goes forward in creating longer-term solutions that can be incorporated into the program framework. The workshop includes presentations, group discussions, labs, individual assignments, and a keynote presentation by an international expert in digital presentation.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **18. Institute on Federal Library Resources**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Washington, DC

DATES: TBD (last held 10-14 May 2004)

WEBSITE: <http://slis.cua.edu/federalresources/> (2005 TBD)

COST: \$1,500.00 (estimate based on 2004)

Maximum per Diem: \$201.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: Catholic University of America Library and Information Science continuing education course designed to help information professionals and graduate students know and understand federal libraries, resources, and career opportunities. Federal libraries and information centers lead the way in providing government and citizen access to information. But how many information professionals know about the available resources and understand the issues facing federal libraries in the 21<sup>st</sup> century? This course delivers skills, principles, and best practices in the world of federal library resources and librarianship with a strong emphasis on interactive panel discussions, on-site visits, and practical exercises. With expert guidance from library leaders, information scientists, government officials, and front-line federal librarians, participants will examine and use federal library resources and data clearinghouses and learn how various federal libraries are meeting the challenges of content management, E-government and metrics requirements, and competitive sourcing. Also included are opportunities to explore career paths for federal librarians and information professionals.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **19. InfoToday 2005**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: TBD

DATES: TBD (last held 11-12 May 2004)

WEBSITE: <http://www.infotoday.com/it2004/default.shtml> (2005 TBD)

COST: TBD

Maximum per Diem:

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: InfoToday global conference and exhibition on electronic information and knowledge management (formerly the National Online Meeting), traditionally held in May, was on hiatus in 2004, and will be relaunched as a major national and international event in 2005.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **20. Special Libraries Association Annual Conference**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s). Applications to attend national conferences (ALA, ASIST, PLA, MLA, SLA) are limited to 1 per librarian.

LOCATION: Toronto, Canada

DATES: 4-9 June 2005

WEBSITE: <http://www.sla.org/content/events/conference/ac2005.cfm>

COST: \$750.00 (estimate based on 2004 / includes choice of one CE)

Maximum per Diem:

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: SLA's conferences offer a great environment for learning, teaching and networking. Whether you are joining your local chapter members for a leading thinker presentation or participating in round table discussions with your division peers, you can be sure the SLA Annual Conference will expand your professional circle to help you learn, collaborate and innovate back at your office

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **21. 2005 Modern Archives Institute**

NOTE: Contact this office about registration after you are selected for ACTEDS training.

LOCATION: Washington, DC and College Park, MD

DATES: 6-17 June 2005

WEBSITE: [http://www.archives.gov/preservation/modern\\_archives\\_institute.html](http://www.archives.gov/preservation/modern_archives_institute.html)

COST: \$675.00

Maximum per Diem: \$201.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: The National Archives and Records Administration, in cooperation with the Library of Congress, presents the Modern Archives Institute. The 2-week program provides an introduction to archival principles and techniques for individuals who work with personal papers, as well as those who work with the records of public and private institutions and organizations. It is intended to help archivists acquire basic knowledge about caring for archival materials and making them available. The Institute concentrates on the following basic archival functions:

- Acquisition of archival material
- Appraisal and disposition
- Arrangement and description
- Preservation
- Reference and access
- Public programs

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **22. Joint Conference on Digital Libraries 2005**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Denver, CO

DATES: 7-11 June 2005

WEBSITE: <http://www.jcdl2005.org/>

COST: \$830.00 (estimate based on 2004)

Maximum per Diem: \$159.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: The Joint Conference on Digital Libraries is a premier international forum for all aspects of digital library research, development, and evaluation. We welcome researchers and practitioners with broad and diverse interests including: technical advances, usage and impact studies, policy analyses, social and institutional implications, theoretical contributions, interaction and design advances, and innovative applications in the sciences, humanities, and education.

The theme of JCDL2005 highlights the powerful role of digital libraries as cyberinfrastructure. The emerging global interest in the convergence of computation, information management, networking, and intelligent sensing is poised to transform the conduct of research and education. This cyberinfrastructure has the potential to engender the creation of powerful new tools, research methodologies, and processes that will enable scientists and learners to investigate the natural world, the social world, and the human-built environment in new and previously unimaginable ways.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **23. American Library Association 2005 Annual Conference**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s). Applications to attend national conferences (ALA, ASIST, PLA, MLA, SLA) are limited to 1 per librarian.

LOCATION: Chicago, IL

DATES: 23-29 June 2005

WEBSITE: <http://www.ala.org/ala/eventsandconferencesb/annual/an2004/home.htm> (2005 TBD)

COST: \$335.00 (estimate based on 2004)

Maximum per Diem: \$206.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: The American Library Association (ALA), the oldest and largest library association in the world, holds its Annual Conference each June which is attended by more than 25,000 librarians, educators, writers, publishers, Friends of libraries, trustees and special guests. The conference includes more than 2,000 meetings, discussion groups, programs on various topics affecting libraries and librarians as well as tours and special events. Topics include libraries and technology, censorship and literacy.

## FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK

### 24. School for Scanning

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: TBD

DATES: TBD (last held 2-4 June 2004)

WEBSITE: <http://www.nedcc.org/prelfs/prgen.htm> (2005 TBD)

COST: \$385.00 (estimate based on 2004)

Maximum per Diem:

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: Northeast Document Conservation Center conference, taught by some of our nation's leading experts in digital library development, provides current, essential information for managers of paper-based collections (including photographs) who are seeking to create, manage, and preserve digital assets. Participants will leave the conference better equipped to make informed choices regarding management of their digital projects/programs. Although significant technical content will be presented, this is not a technician-training program. Conference content will include: Content Selection for Digitization, Copyright and Other Legal Issues, Text and Image Digitization, Digitization of Multi-Media Materials, Metadata, The IT Perspective, Essentials of Delivery Systems, Business Models for Digital Projects/Programs, and Outsourcing and Vendor Relations, Digital Preservation.

**FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

**25. US Military Academy Library Digitization Mentorship**

LOCATION: West Point, NY

DATES: 11-22 July 2005 (tentative)

WEBSITE: <http://usmalibrary.usma.edu/>

COST: Registration: No charge

Maximum per Diem: \$160.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: Provides Army librarians with an understanding of the digitization process including: the selection of server hardware, identification of material suitable for scanning, selecting the appropriate scanning method, scanning process, use of Photoshop software, descriptive metadata, use of ContentDM application software, and set up of interface pages. Participant should become familiar with the introductory information on the ContentDM website prior to the assignment.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **26. Combined Arms Research Library Digitization Mentorship**

LOCATION: Fort Leavenworth, KS

DATES: 18-29 July 2005 (tentative)

WEBSITE: <http://www.cgsc.army.mil/carl/>

COST: Registration: No charge

Maximum per Diem: \$86.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: Provides Army librarians with an understanding of the digitization process including: the selection of host server, identification of material suitable for scanning, selecting the appropriate scanning method, scanning process, use of Photoshop software, descriptive metadata, use of ContentDM application software, and set up of interface pages. Participant should become familiar with the introductory information on the ContentDM website prior to the assignment.

## FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK

### **27. Cornell Digital Preservation Management Workshop: Implementing Short-term Strategies for Long-term Problems**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Ithaca, NY

DATES: TBD (held 19-23 July 2004)

WEBSITE: <http://www.library.cornell.edu/iris/dpworkshop/> (2005 TBD)

COST: \$750.00 (estimate based on 2004)

Maximum per Diem: \$108.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: Cornell University Library is offering an innovative new digital preservation training program with funding from the National Endowment for the Humanities. The primary goal of this program is to enable effective decision making for administrators who will be responsible for the longevity of digital objects in an age of technological uncertainty.

The *Digital Preservation Management* workshop series is intended for those who are contemplating or implementing digital preservation programs in libraries, archives, and other cultural institutions. The goals of this initiative are to foster critical thinking in a technological realm and to provide the means for exercising practical and responsible stewardship of digital assets.

Workshop attendees participate in an interactive process to develop digital preservation plans that incorporate technical, financial, organizational, and policy aspects encompassing the full life cycle of digital objects. The resulting organization-specific digital preservation plans stresses short-term risk reduction strategies while research and development goes forward in creating longer-term solutions that can be incorporated into the program framework. The workshop includes presentations, group discussions, labs, individual assignments, and a keynote presentation by an international expert in digital presentation.

**28. American Management Association Course: Mini-MBA**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: Washington, DC

DATES: 8-12 August 2005 (tentative)

WEBSITE: <http://lcweb.loc.gov/flicc/ma/2004/ma0421.pdf> (2005 TBD)

COST: TBD

Maximum per Diem: \$201.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: This course is offered by the Federal Library and Information Center Committee. 5-day course developed by the American Management Association and customized for federal participants on modern business management practices. Provides you with a strong business foundation and enable you to function more effectively and efficiently in today's evolving government environment. You'll come away with an effective framework of knowledge for making informed business decisions and the ability to identify the most effective business tools and strategies you need for your federal library or information center to support your agency's overall mission.

The program curriculum will help you

- play a more influential role in your agency's decision-making process
- develop an effective organization and successfully manage people
- broaden your overall management perspective
- achieve your personal and organizational goals
- learn the language of business and communicate effectively to any audience
- develop a leadership style that works for you
- refocus on the critical areas of federal appropriation and fiscal laws, accounting, economics and finance, marketing, competitive strategy and management leadership and organization
- hone your skills to act more strategically create a network of high-level peer contacts

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **29. Association of College and Research Libraries (ACRL)/Harvard Leadership Institute**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s). Applicants must be GS-1410-13 or above.

LOCATION: Cambridge, MA

DATES: TBD (last held 8-13 August 2004)

WEBSITE: <http://www.gse.harvard.edu/ppe/highered/index.html> (2005 TBD)

COST: \$1,595.00 (estimate based on 2004)

Maximum per Diem: \$243.00

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: Leadership of academic libraries has never been more challenging. Demands for new services frequently outstrip the resources—money, time, and people—that are available. Technology has become a key factor in almost every important decision. Librarians look for more effective ways to make their voices heard as priorities are set campus-wide. And the constant expectation that they will provide articulate, effective leadership too often creates stresses in both their personal and professional lives.

In response to these challenges, the Association of College and Research Libraries (ACRL) is collaborating with the Harvard Institutes for Higher Education to present the Leadership Institute for Academic Librarians. The goal of this innovative program is to increase your capacity to lead and to manage. The program helps you to answer two key questions: questions:

- How well-positioned is my organization to meet current and future challenges?
- How effective is my own leadership?

The Leadership Institute focuses on the key skills required of library leaders:

- Characteristics of effective leadership in academic organizations
- Organizational Strategy and Change
- Transformational Learning
- Planning

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

### **30. DOIM/AKM Conference**

NOTE: Individual registration forms must be obtained, completed and mailed by selectee(s).

LOCATION: TBD

DATES: TBD (held August 30-September 3, 2004)

WEBSITE: <http://www.afcea.org/doim2004/> (2005 TBD)

COST: \$250.00 (estimate based on 2004)

Maximum per Diem:

Transportation: Obtain estimate from government contract travel office

DESCRIPTION: Co-Sponsored by AFCEA International and the Army Chief Information Officer (CIO/G-6) and NETCOM/9th ASC. The DOIM/AKM Conference is the premier forum to bring Government and Industry together to openly communicate about commercial best business practices and government implementations.

## **FY 2005 DEVELOPMENTAL ASSIGNMENT OPPORTUNITY - LIBRARIAN TRACK**

**31. My Developmental Assignment.** Short-term training, seminar, or conference of your choice offered by state/regional professional association, accredited college or university, vendor, or other organization and which is closely aligned to your present professional position/duties. This developmental assignment will not be used to support training on integrated library systems (ILS) or office automation courses. Training requested must be approved by this office.

Careerists interested in IT courses are referred to the distance learning courses available free to Army civilians at <https://www.atrrs.army.mil/channels/eLearning/smartforce/>. IT courses, including those on integrated library systems and web development, will not be funded by ACTEDS.

**LOCATION:** Closest site where training is offered

**DATES:** Training/Seminar/Conference must be completed by 30 September 2005.

**COST:** Tuition or Registration quotation must be supplied by the applicant.

Maximum Per Diem based upon published government rates for each location.

Transportation: Obtain estimate from government contract travel office and include it in your application packet.

**DESCRIPTION:** Applicant must supply a course/conference training description, including the dates, registration form and fee, and name and telephone number for a point of contact.